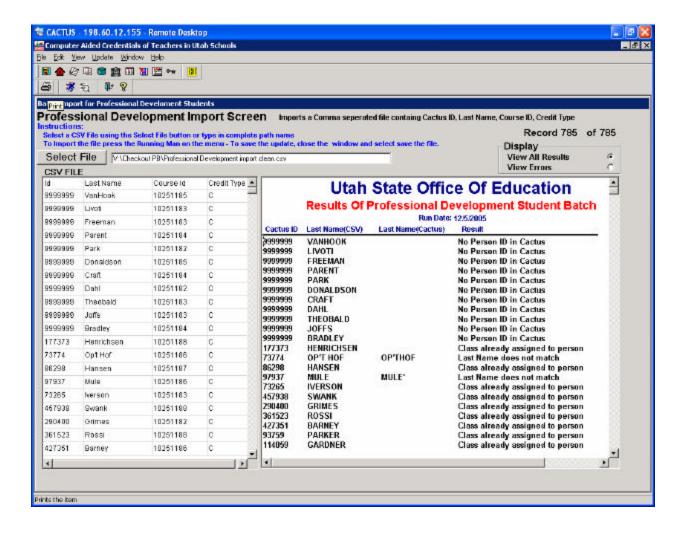
Importing Students into Professional Development (Batch File)



Steps to update students from a batch file.

- 1. Create a Comma Delimited File (CSV) using the file format below. Save the file with either a .csv or .txt extension.
- 2. Log into Cactus.
- 3. On the menu bar, select **Tools**, **Batch**, **Prof Dev Student Update**.
- 4. You may browse to find your file by clicking on the **Select File** icon. The select file will only find .TXT or CSV files unless you change the browse criteria. **Important:** If you are running CACTUS outside the USOE building using the terminal server, do not use the "Local Disk C:" drive. Navigate down to the 'c on 'tsclient' (V:)' drive (this is your local drive) and then select the directory.
- 5. **Click** on the running man icon on the menu to run the update.
- 6. When the update is finished running, you should print out the results to correct any errors that may have occurred. You may filter the results to show only Errors or all the results.

7. **Save the update.** To save the update to cactus, close the screen using the door icon and select yes, when asked to save it

File Format:

The input file is a comma delimited file (CSV).

Fields

Cactus ID

The Cactus Id of the student who is getting credit for the class.

Last Name

Last name of the student. This is used along with the Cactus ID to confirm the student. Both the Cactus ID and the last name must match what is in Cactus or the student will be rejected.

Professional Development Course Number

Course number from Cactus of the Approved class. The class must be approved in Cactus. There may be multiple class in a file.

Credit Type

Upper case "C" for College credit or "U" for USOE credit

Example File

177373,Henrichsen,10251188,C 73774,Op't Hof,10251186,C 86298,Hansen,10251187,C, 9999999,Bradley,10251184 97937,Mule,10251186,C 73265,Iverson,10251183,C